

AND PUBLICATIONS IN PREPARATION

Bulletin 7

LESTER K. ADE
Superintendent of Public Instruction

Commonwealth of Pennsylvania
DEPARTMENT OF PUBLIC INSTRUCTION
Harrisburg—1939





PUBLICATIONS AVAILABLE FOR DISTRIBUTION AND PUBLICATIONS IN PREPARATION

(A BIBLIOGRAPHY)

BULLETIN 7

LESTER K. ADE
Superintendent of Public Instruction

COMMONWEALTH OF PENNSYLVANIA

DEPARTMENT OF PUBLIC INSTRUCTION

Harrisburg

January, 1939



FOREWORD

A vital service of the Department of Public Instruction is the publication of bulletins containing authentic information and suggesting policies, methods, and materials for the improvement of the program in the public schools. These written documents crystallize in convenient form for ready use practices and principles evolving from the accepted philosophy of education in the State.

The educational services of the Department are numerous and varied. They comprise more than sixty distinct units. The Department aims to make available in concrete form up-to-date materials in every unit of service. Accordingly, the monographs which have been prepared, and which are being prepared, present helpful information with respect to the administration of school affairs, the financing of education, the program of instruction in its many aspects, the licensing of professional groups, the education and certification of teachers, library service, school employes' retirement, Pennsylvania in history, and other related functions of the public school system.

The present list of publications available for distribution is, obviously, tentative and subject to revision as certain publications become obsolete and new ones are developed. The list represents such doeuments as are available up to January 1, when a revised list will be prepared.

In the latter part of the present pamphlet is a list of publications now in preparation. Most of the documents in this list will be available by March, 1939.

LESTER K. ADE
Superintendent of Public Instruction

JANUARY, 1939

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PUBLICATIONS AVAILABLE



PUBLICATIONS AVAILABLE FOR DISTRIBUTION

(A BIBLIOGRAPHY)

AVAILABLE NOW

I. EXECUTIVE OFFICE

Bulletin	
No.	Edition
1-BIENNIAL REPORT OF THE SUPERINTENDENT OF PUBLIC Instruction for Two-Year Period Ending May 31	1938*
3—Program of the Department of Public Instruction	1937
4—Proceedings of the Education Congress (New Legis- lation)	1937*
5—Digest of New Legislation on Education	1937
6—Manual of Style for the Department	1938
7—Bibliography of Departmental Publications	1938
9—One Hundred Years of Free Public Schools in Pennsylvania	1934
10—Public Education, the Monthly Bulletin of the Department (Bound Volume)	1938*
11—Expanding Functions of Education	
12—New and Improved Services of the Department of Public Instruction	1938
# T7 14 74 4 17 17	

^{*} Earlier editions available.

II. ADMINISTRATION AND FINANCE

$Bullet in \ No.$	Edition
50—Study of Local School Units	1938
65—School Laws of Pennsylvania	1937*
66—Basic Principles and Provisions of the School Laws	1938
70—Pennsylvania Education Directory	1938*
71—Digest of Laws Controlling School Attendance and	1900
EMPLOYMENT OF MINORS	1938
72—Home and School Visitor Manual	1936
73—STATISTICAL REPORT OF THE SUPERINTENDENT OF PUBLIC	
Instruction	1936
74—Research Service Circulars:	
No. 1—Study of the Attendance of Children in	
THE PUBLIC SCHOOLS OF THE COMMON-	7.005
WEALTH	1937
No. 2—Salaries of Teachers, Supervisors, and Principals in School Districts of the Com-	
MONWEALTH	1937
No. 3—Attendance and the Issuing of Farm and	1,0.
Domestic Service Permits in the Public	
Schools of the Commonwealth	1937
No. 4—Achievement of Seniors from Public Sec- ondary Schools of Pennsylvania in the	
1937 STATE SCHOLARSHIP EXAMINATION	
WITH RESPECT TO THE SIZE OF ENROLMENT	
IN SCHOOL ATTENDANCE	1937
No. 5—LIBRARY EXPENDITURES IN THE SCHOOL DIS-	7000
TRICTS OF PENNSYLVANIA	1938
No. 6—Salaries of School Employes 1936-37	1938
No. 7—ATTENDANCE CONDITIONS IN THE PUBLIC SCHOOLS OF PENNSYLVANIA 1936-37	1938
No. 8—Suggestive Research Titles Pertaining to	1700
EDUCATION IN PENNSYLVANIA	1938
75—Research Bulletins:	
No. 12—School Finances in Pennsylvania, 1932-	
1934	1935
No. 13—Public Secondary Schools in Pennsylvania No. 14—Attendance in Public and Private Schools	1937
1925-35	1937
No. 15—Public School Finances 1932-35	1937
No. 16—An Inventory of Educational Conditions	
IN PENNSYLVANIA AS REVEALED BY AGE-	
Grade Studies 1925-35	1937

^{*} Earlier editions available.

Bulletin	
No.	Edition
76—Research Service Monographs:	
No. 1—Summary of Research Findings as a Contribution to Certain Problems in Science	
Education	1938
85—Building and Equipment for One-Teacher Schools	1927
101—Standards, Rules, and Regulations Relating to Trans- portation of Public School Pupils	
102—Guiding Principles, Standards and Regulations in Merging School Districts	

135—Major Issues of Financing Education in Pennsylvania 1938

DISTRIBUTION

PUBLICATIONS AVAILABLE FOR

III. INSTRUCTION

A. General

$egin{array}{c} Bull \ No \end{array}$		Edition
200-	EXPANDING THE CLASSROOM (SCHOOL JOURNEY)	1938
204–	PENNSYLVANIA—AN INVENTORY OF THE HUMAN AND Eco- NOMIC RESOURCES OF THE COMMONWEALTH	
205–	-Increased Social Opportunities Through Community Planning	
206-	-Education and Recreation	1936
207–	Reporting Pupil Progress in School	1935
208-	-Use of Radio in Developing Instructional Programs	1935
209-	BIRD DAY—ARBOR DAY	1934
210-	-Penn Day	. 1934
211–	-Concrete Learning	1931
212–	-Visual Education and the School Journey (Vol. 1, No. 6)	
213-	-The Object-Specimen Model as a Visual and Other Sensory Aid and a Blackboard Technique (Vol. 1, No. 8)	,
232-	Suggestions for the Development and Use of Curric- ulum Materials in the Elementary Schools	
261-	-Course of Study in Art Education	1933
323-	-Nutrition and the School Lunch	1936
351-	-Library Manual	1932
371–	-Course of Study in Music Education for Elementary and Secondary Schools	
372-	Pennsylvania in Music	1927
391–	-Standards for the Operation of School Safety Patrols	
410-	-A TENTATIVE CHART SHOWING THE SCOPE AND SEQUENCE OF A SOCIAL STUDIES PROGRAM	
412-	-Geographic Education in Elementary and Junior High Schools	
420-	Organization and Administration of Special Educa- tion Classes for the Mentally Retarded	
422-	-SIGHT CONSERVATION AND SIGHT-SAVING CLASSES	1935

B. Elementary

Bulletin No.	Editior
232—Suggestions for the Development and Use of Curriculum Materials in the Elementary Schools	1936
401—Course of Study in Science—Grades I, II, and III	1933
402—Course of Study in Science—Grades IV, V, and VI	1933
413—Course of Study in Social Studies for Grades I and II	1932
414—Course of Study in Social Studies for Grades III and IV	1932
415—Course of Study in Social Studies for Grades V and \overline{VI}	1932
C. Secondary	
241—Graduation Standards for Secondary Schools	1938
261—Course of Study in Art Education	1933
271—THE ORGANIZATION AND ADMINISTRATION OF COMMERCIAL EDUCATION IN SECONDARY SCHOOLS	1937
285—LITERATURE FOR SECONDARY SCHOOLS	1935
301—Ninth Grade Course in School Opportunities and Occupations	1933
302—An Eighth Grade Course in Occupations	1931
311—Orientation and Guidance in Secondary Physical Education	1938
312—Health Service in Education	1938
313—The Organization and Administration of the Audiometric Testing System	1938
340—THE TEACHING OF MODERN FOREIGN LANGUAGES IN THE SECONDARY SCHOOLS	1938
403—Course of Study in Science for Grades VII, VIII, IX	1933
404—Courses of Study in Science for Senior High School Biology, Physics, Chemistry	1932
405—Course of Study in Science for Senior High Schools	1938
416—Course of Study in Social Studies for Grades VII-VIII	1932
417—Course of Study in Social Studies for Grade IX \dots	1933

Bulletin	~
No. D. Vocational	Editior
250—Vocational Agriculture in Pennsylvania	1938
251—Summer Program for the Vocational Agriculture	1930
TEACHER	1938
252—Equipment for a Course in Vocational Agriculture	1938
253—Agriculture Education for Adolescents in Pennsyl- Vania	1937
270—Planning Distributive Education for Pennsylvania	1938
321—Units of Work in Homemaking	1938
330—Vocational Industrial Evening Classes	1938
332—Safety Education in Industrial School Shops	1938
335—Conference Planning and Leadership as Applied to Foremanship Education	1935
336—Part-Time Cooperative Industrial Education	1927
337—All-Day Vocational Trade and Industrial Schools and Departments	1927
E. Extension	
290—MINIMUM STANDARDS GOVERNING REIMBURSEMENT AND ACCREDITMENT OF EXTENSION SCHOOLS	1938
291—Directed Correspondence Study	1938
292—Pennsylvania Program of Extension Education	1938
293—The Pennsylvania State Program of Literacy and Citizenship Education	1938
296—PARENT EDUCATION MANUAL	1935
F. Miscellaneous Leaflets of Instruction	
—The Place of Special Education in Our Modern Pro- gram	1938
—The Exclusion of Mentally Incapable Children in Pennsylvania	1938
—Mental Examination of School Children in 1937 and 1938	1938
—Suspension and Excusal of Uneducable Public School Children in Pennsylvania	1938
-What Pennsylvania is Doing for Physically Handi- capped Children	1938
—A STATEMENT OF POLICY FOR DETERMINING SECONDARY SCHOOL ATTENDANCE AREAS AND SCHOOL UNITS	1938

IV. PROFESSIONAL LICENSING

No.	Edition
602—Information for Candidates for the Degree of Certified Public Accounts	
603—Pamphlet Act 415—Engineers Board	1927
604—Interpretations and Regulations Pertaining to the Barber Law	
605—Interpretations and Regulations Pertaining to the Beauty Culture Law	
606—Laws, Rules and Regulations Pertaining to Medical Licensure	1938
607—Revised Laws for Architects	1938
608—Barbers	1938
609—Beauty Culturists	1938
610—Dentists	1938
611—Engineers	1927
612—Medical Practitioners	1938
613—Nurses	1938
614—Optometrists	1938
615—Osteopaths	1938
616—Real Estate Brokers	1938
617—Pharmacists	1931
618—Veterinarians	1938
619—Roster of Registered Professional Engineers	1937
620—Scholarships and Opportunities for Self-Help in Pennsylvania Colleges and Universities	
621—Examinations for Real Estate Brokers and Real Estate Salesmen	
622—Certified Public Accountant Examination	1936
623—General Information—Pre-Professional Credentials and Examinations	
624—Digest of Laws Relating to the State Board of Osteopathic Examiners and the Osteopathic Surgeons' Examining Board and the Practice of Osteopathy	7
625—Hospital Interne Year—20M	
626—List of Registered Optometrists in Pennsylvania	

PENNSYLVANIA DEPARTMENT OF PUBLIC INSTRUCTION Bulletin No.Edition 627—List of Registered Osteopathic Physicians 1935 628—MEDICAL LAWS, RULES, SUPPLEMENTARY ADMINISTRATIVE CODE, AND REGISTRATION ACT—18M 1932 AND INFORMATION RELATIVE TO DRUGLESS 629—Rules THERAPY, PHYSIOTHERAPY, AND CHIROPODY-19M 1932 630—Rules and Information—State Board of Optometri-CAL EXAMINERS 1931 631—REVISED LAW, RULES AND REGULATIONS RELATIVE TO MIDWIFERY—21M 1929

-Curriculums for Schools of Beauty Culture

1938

V. TEACHER EDUCATION AND CERTIFICATION

$egin{array}{c} Bulletin \ No. \end{array}$	Edition
153—Teacher Education Curriculums and Their Significance	
VI. STATE LIBRARY AND MUSEUM	
500—Laws of Pennsylvania Relating to Public Libraries	1932
501—Index to Pennsylvania Archives—Eighth Series	1938
502—Index to Pennsylvania Archives—Ninth Series	1938
503—Why Our County Should Have a County Library	1938
504—Loans to Schools by Mail	1938
505—Loans to Individuals by Mail	1938
Museum Pamphlet Series:	
507—Minimum Standard Equipment of Visual and Other Sensory Materials	
510—Art Slides	1937
511—Biography Slides	1937
512—Geography and Travel Slides	1937
513—Literature Slides	1937
514—MATHEMATICS SLIDES	1937
515—Music Slides	1937
516—HEALTH AND PHYSICAL EDUCATION	1937
517—Science Slides	1937
518—History Slides	1938
519—Special Day and Special Week Slides	1937
520—English Aids	1937;
521—Geography Aids	1937
522—History Aids	1937
523—Science Aids	1937
524—Sources of 16mm. Film	1938
525—Sources of 35mm. Films	1937

PENNSYLVANIA DEPARTMENT OF PUBLIC INSTRUCTION

VII. PENNSYLVANIA IN HISTORY

Bulletin	
No.	Edition
750—Constitution Bibliography for Schools	1938
751—Pennsylvania. Iron Manufacture in the 18th Century	1938
752—The Brief History of the Colonization of New Sweden	1938
755—Pennsylvania and the Ratification of the Constitution (Distributed by the Constitution Commemoration Committee)	
756—Pennsylvania Beginnings in the Colony of New Sweden	1937
757—Sixth Report of the Pennsylvania Historical Com- mission	1937
VIII. SCHOOL EMPLOYES' RETIREMENT	
700—School Employes' Retirement Act	1938
701—CIRCULAR OF INFORMATION FOR MEMBERS	1938
702—CIRCULAR OF INFORMATION FOR EMPLOYERS	1938
703—Circular of Information Concerning Superannuation Retirement	1938
704—CIRCULAR OF INFORMATION CONCERNING DISABILITY RETIREMENT	
705—HANDBOOK OF SALARY DEDUCTIONS	1937
706—HANDBOOK OF AMOUNTS DUE CONTINGENT RESERVE FUND FROM STATE AND LOCAL DISTRICTS ON ACCOUNT	
of New Entrants	1937
707—Annual Report of the Pennsylvania Public School Employes' Retirement Board	1938

PUBLICATIONS IN PREPARATION



IN PREPARATION

The titles listed below refer to publications which are now in preparation in the Department. These are scheduled to become available during March and April of 1939. They are arranged in three groups: Administration, Instruction and Teacher Education, and Other Services.

I. ADMINISTRATION

Bulletin

No.

- 8—Bibliography of Official Department Forms
- 11—Parent-Teacher Service in the Schools
- 13—THE EDUCATION BUILDING
- 14—A Working Philosophy of Education for Pennsylvania
- 15—FINANCE BUILDING
- 16—Parent-Teacher Service in Pennsylvania Schools
- 17—The Language of Modern Education
- 72—Home and School Visitor Manual
- 74(9)—Analysis of the School Load in Pennsylvania in Terms of Enrolment and Census Enumeration
 - (10)—Pennsylvania's Transportation Facilities
- 75(17)—Analysis of School Costs in Pennsylvania
- 86—Rules and Regulations for School Plant Construction
- 100—Pupil Transportation in Pennsylvania
- 115—A Uniform Accounting System for School Districts
- 116—HANDBOOK FOR FOURTH-CLASS DISTRICTS

II. INSTRUCTION AND TEACHER EDUCATION

- 150—Professional Status of Teachers in Pennsylvania
- 151—Suggestions for the Conduct of Meetings of Teachers
- 152—TEACHER PLACEMENT
- 154—EDUCATIONAL STANDARDS FOR TEACHERS IN PENNSYLVANIA
- 155—In-Service Teacher Education
- 156—Institutions of Higher Learning in Pennsylvania
- 157—Underlying Philosophy of Teacher Education
- 201—Administration of Vocational Education in Pennsylvania
- 202—MANUAL OF STATE GOVERNMENT FOR SCHOOLS
- 203—RADIO IN EDUCATION

PENNSYLVANIA DEPARTMENT OF PUBLIC INSTRUCTION

Bulletin

No.

- 214—STATE PLAN FOR VOCATIONAL EDUCATION
- 216—Conservation Education
- 230—Special Opportunities for Small Rural Schools
- 240—Promotion and Graduation Practices for Pennsylvania
- 242—Program of Studies for Secondary Schools
- 243—Classification Standards for Secondary Schools
- 270—PLANNING DISTRIBUTIVE EDUCATION IN PENNSYLVANIA
- 280—Successful Practices in the Teaching of English
- 281—Developing Facility in Written Composition
- 282—Remedial Reading for Secondary Schools
- 283—Oral English in Secondary Schools
- 295—Home Classes for Foreign-Born Mothers
- 300—Suggestions for Developing Guidance Practice in the Secondary Schools
- 310—THE CONDUCT OF ELEMENTARY PHYSICAL EDUCATION
- 320—EDUCATION FOR HOMEMAKING
- 322—Use of Cottages in Homemaking Education
- 331—Industrial Arts Education in Junior and Senior High Schools
- 333—Creative Hands and Purposeful Activities in Elementary Industrial Arts
- 341—TEACHING THE LATIN LANGUAGE IN THE SECONDARY SCHOOLS
- 350—Elementary School Library
- 370—Music Education for Rural Schools
- 380—RESTORATION OF THE PHYSICALLY HANDICAPPED
- 390—HIGHWAY SAFETY
- 411—Suggestions for Developing a Social Studies Program for Secondary Schools
- 418—School Living for Social Purposes
- 420—MEETING THE NEEDS OF MENTALLY RETARDED CHILDREN
- 430—Our Children Go to Kindergarten

III. OTHER SERVICES

- 506—KING CHARLES CHARTER
- 509—Summary of Techniques of Visual-Sensory Aids for Teachers

PUBLICATIONS IN PREPARATION

Bulletin

No.

- 518—HISTORY SLIDES
- 520—ENGLISH AIDS
- 600—Pertinent Questions and Answers Pertaining to Professional Education and Licensure
- 601—REAL ESTATE PRIMER
- 753—Three Archaeological Sites in Somerset County
- 754—BOUQUET PAPERS
- 761—Archaeological Explorations in Western Pennsylvania
- 762—Frontier Forts and Trails Survey
- 772—"J. C. B." JOURNAL



